

Summary Report.TA - No distribution

Report Date: 01/06/2026

Primary Sort By: LOC(G1);DEPT(G2);Employee

Report Time: 3:49:14 PM

12/22/2025 - 01/04/2026 [14 days]

Employee	Police Wages	Reg Hours	Police (off Site Punch) Reg Hours	Adjust Hours	Holidays Hours	Police Float Ho Hours	Vacation Hours	Police Sick Hours	Police Grant Hours	Reg Hours	Total Hrs
LOC: 1 [Village of Ridgeway]											
DEPT: PD [Police]											
GORHAM, MICHAEL [PD011]		60.25		-0.25	20.00						80.00
PD [Police] Total:		60.25	0.00	-0.25	20.00	0.00	0.00	0.00		0.00	80.00
Head Count:											1
1 [Village of Ridgeway] Total:		60.25	0.00	-0.25	20.00	0.00	0.00	0.00		0.00	80.00
Head Count:											1
Grand Total:		60.25	0.00	-0.25	20.00	0.00	0.00	0.00		0.00	80.00
Head Count:											1

END OF REPORT

Summary Report.TA - No distribution

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/29/2025

12/22/2025 - 12/28/2025 [7 days]

Report Time: 9:45:50 AM

PD011 [GORHAM, MICHAEL]

Employee ID	PD011	DEPT(G2)	PD	Pay Policy	203
Pay Type	1	Last Name	GORHAM	First Name	MICHAEL

Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
12/22/2025 Mon	201 [POW]	01:29PM*	09:17PM*	7.7500000		7.75
12/23/2025 Tue	201 [POW]	07:11PM	10:30PM*	3.2500000		3.25
12/24/2025 Wed	202 [POH]			4.0000000		4.00
12/25/2025 Thu	202 [POH]			8.0000000		8.00
12/26/2025 Fri	201 [POW]	12:45PM	10:30PM	9.7500000		9.75
12/27/2025 Sat	201 [POW]	03:00PM*	09:31PM*	6.5000000		6.50

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									
3 [SICK]									66.50
6 [FH]									
201 [POW]	1[UNUSED]	27.25		27.25					
202 [POH]	1[UNUSED]	12.00		12.00					
TOTALS		39.25		39.25					66.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
Employee Signature

X _____
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/05/2026

12/29/2025 - 01/04/2026 [7 days]

Report Time: 4:08:50 PM

PD011 [GORHAM, MICHAEL]

Employee ID	PD011	DEPT(G2)	PD	Pay Policy	203
Pay Type	1	Last Name	GORHAM	First Name	MICHAEL

Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
12/29/2025 Mon	201 [POW]	01:14PM	09:18PM	8.0000000		8.00
12/30/2025 Tue	201 [POW]	02:55PM	10:43PM	7.7500000		7.75
01/01/2026 Thu	202 [POH]			8.0000000		8.00
01/02/2026 Fri	201 [POW]	09:00AM*	10:30AM*	1.5000000		
	201 [POW]	04:24PM	11:29PM	7.0000000		8.50
01/03/2026 Sat	201 [POW]	01:24PM	10:09PM	8.7500000		8.75
01/04/2026 Sun	208 [PADJ]			-0.2500000		-0.25

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]						120.00			120.00
3 [SICK]					66.50	4.00			70.50
6 [FH]						8.00			8.00
201 [POW]	1[UNUSED]	33.00		33.00					
202 [POH]	1[UNUSED]	8.00		8.00					
208 [PADJ]	1[UNUSED]	-0.25		-0.25					

TOTALS		40.75		40.75	66.50	132.00			198.50
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Work log hours for timesheet allocations per 2026 budget

12/22-28/25							12/29/25-01/04/26							Totals									
Reg	OT	Vacation	Holiday	Sick			Reg	OT	Vacation	Holiday	Sick			Reg	OT	Vacation	Holiday	Sick					
work hours		16.00	0.00	16.00	4.00	36.00	work hours		29.50	0.00	8.00	0.00	37.50	Lori	45.50	0.00	0.00	24.00	4.00	73.50			
Dept Percent							Dept Percent							Dept									
C/T	87.00%	13.92	0.00	0.00	13.92	3.48	C/T	87.00%	25.67	0.00	0.00	6.96	0.00	C/T	39.59	0.00	0.00	20.88	3.48	63.95			
SewerAdm	5.00%	0.80	0.00	0.00	0.80	0.20	SewerAdm	5.00%	1.48	0.00	0.00	0.40	0.00	SewerAdm	2.28	0.00	0.00	1.20	0.20	3.68			
Election Adm	3.00%	0.48	0.00	0.00	0.48	0.12	Election Adm	3.00%	0.89	0.00	0.00	0.24	0.00	Election Adm	1.37	0.00	0.00	0.72	0.12	2.21			
WaterAdm	5.00%	0.80	0.00	0.00	0.80	0.20	WaterAdm	5.00%	1.48	0.00	0.00	0.40	0.00	WaterAdm	2.28	0.00	0.00	1.20	0.20	3.68			
work hours		20.75	0.00	0.00	16.00	0.00	36.75	work hours		20.25	0.00	8.00	8.00	0.00	36.25	work hours		41	0	8	24	0	73.00
Dept Percent							Dept Percent							Dept									
AdmSvs	65.00%	13.49	0.00	0.00	10.40	0.00	AdmSvs	65.00%	13.16	0.00	5.20	5.20	0.00	AdmSvs	26.65	0.00	5.20	15.60	0.00	47.45			
SewerAdm	5.00%	1.04	0.00	0.00	0.80	0.00	SewerAdm	5.00%	1.01	0.00	0.40	0.40	0.00	SewerAdm	2.05	0.00	0.40	1.20	0.00	3.65			
WaterAdm	5.00%	1.04	0.00	0.00	0.80	0.00	WaterAdm	5.00%	1.01	0.00	0.40	0.40	0.00	WaterAdm	2.05	0.00	0.40	1.20	0.00	3.65			
Park Wages	25.00%	5.19	0.00	0.00	4.00	0.00	Park Wages	25.00%	5.06	0.00	2.00	2.00	0.00	Park Wages	10.25	0.00	2.00	6.00	0.00	18.25			
work hours		15.00				15.00	work hours		16.50				16.50	work hours		31.5				31.50			
Dept Percent							Dept Percent							Dept									
Park	28.00%	4.20					Park	28.00%	4.62					Park	8.82		0.00	0.00	0.00	8.82			
Sewer	1.00%	0.15					Sewer	1.00%	0.17					Sewer	0.32		0.00	0.00	0.00	0.32			
Water	1.00%	0.15					Water	1.00%	0.17					Water	0.32		0.00	0.00	0.00	0.32			
Street	43.00%	6.45					Street	43.00%	7.10					Street	13.55		0.00	0.00	0.00	13.55			
FacMaint	26.00%	3.90					FacMaint	26.00%	4.29					FacMaint	8.19		0.00	0.00	0.00	8.19			
work hours		29.00	0.00	12.00	0.00	41.00	work hours		40.00	0.75	0.00	8.00	0.00	48.75	work hours		69.00	0.75			89.75		
Dept Percent							Dept Percent							Dept									
Streets	6.00%	1.74	0.00	0.00	0.72		Streets	6.00%	2.40	0.05	0.00	0.48	0.00	Streets	4.14	0.05	0.00	1.20	0.00	5.39			
Sewer	72.00%	20.88	0.00	0.00	8.64		Sewer	72.00%	28.80	0.54	0.00	5.76	0.00	Sewer	49.68	0.54	0.00	14.40	0.00	64.62			
Water	22.00%	6.38	0.00	0.00	2.64		Water	22.00%	8.80	0.17	0.00	1.76	0.00	Water	15.18	0.17	0.00	4.40	0.00	19.75			
work hours		20.00	0.00	12.00	12.00	0.00	44.00	work hours		32.50	0.00	8.00	0.00	40.50	work hours		52.5	0	12	20	0	84.50	
Dept Percent							Dept Percent							Dept									
Park	20.00%	4.00	0.00	2.40	2.40	0.00	Park	20.00%	6.50	0.00	0.00	1.60	0.00	Park	10.50	0.00	2.40	4.00	0.00	16.90			
Sewer	5.00%	1.00	0.00	0.60	0.60	0.00	Sewer	10.00%	3.25	0.00	0.00	0.80	0.00	Sewer	4.25	0.00	0.60	1.40	0.00	6.25			
Water	5.00%	1.00	0.00	0.60	0.60	0.00	Water	10.00%	3.25	0.00	0.00	0.80	0.00	Water	4.25	0.00	0.60	1.40	0.00	6.25			
Streets	70.00%	14.00	0.00	8.40	8.40	0.00	Streets	60.00%	19.50	0.00	0.00	4.80	0.00	Streets	33.50	0.00	8.40	13.20	0.00	55.10			

Time Distribution Report.LC - Allocation of hours

Report Date: 01/06/2026

Primary Sort By: Employee;DEPT(G2)

Report Time: 3:16:33 PM

12/22/2025 - 12/28/2025 [7 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	12.50	0.00	12.50
AD [General Admin]	502[TRH]	6.00	0.00	6.00
AD [General Admin]	503[TRS]	2.00	0.00	2.00
AD [General Admin]	505[TCFH]	2.00	0.00	2.00
AD [General Admin]	511[CW]	2.50	0.00	2.50
AD [General Admin]	512[CH]	6.00	0.00	6.00
AD [General Admin]	513[CS]	2.00	0.00	2.00
AD [General Admin]	515[CFH]	2.00	0.00	2.00
WA [Water]	605[WADW]	1.00	0.00	1.00
AD001 [PHELAN, LORI L] Total:		36.00	0.00	36.00
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	12.25	0.00	12.25
AD [General Admin]	702[ADSH]	12.00	0.00	12.00
AD [General Admin]	706[ADSF]	4.00	0.00	4.00
PA [Parks]	101[PAW]	0.25	0.00	0.25
SE [Sewer]	305[SADW]	2.50	0.00	2.50
WA [Water]	605[WADW]	5.75	0.00	5.75
AD005 [RINIKER, MARJORIE] Total:		36.75	0.00	36.75
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	15.00	0.00	15.00
PW003 [JOHNSON, HARRY] Total:		15.00	0.00	15.00
Employee: PW007 [LARKINS, LAMONT]				
SE [Sewer]	301[SEW]	29.00	0.00	29.00
SE [Sewer]	302[SEH]	8.65	0.00	8.65
ST [Streets]	402[STH]	0.75	0.00	0.75
WA [Water]	602[WAH]	2.60	0.00	2.60
PW007 [LARKINS, LAMONT] Total:		41.00	0.00	41.00
Employee: SP004 [MECKLEY, KEVIN]				
SE [Sewer]	301[SEW]	4.00	0.00	4.00
ST [Streets]	401[STW]	12.00	0.00	12.00
ST [Streets]	402[STH]	12.00	0.00	12.00
ST [Streets]	404[STV]	12.00	0.00	12.00
WA [Water]	601[WAW]	4.00	0.00	4.00
SP004 [MECKLEY, KEVIN] Total:		44.00	0.00	44.00
Grand Totals:		172.75	0.00	172.75

END OF REPORT

Time Distribution Report.LC - Allocation of hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/29/2025

12/22/2025 - 12/28/2025 [7 days]

Report Time: 9:57:10 AM

AD001 [PHELAN, LORI L]

Employee ID	AD001	DEPT(G2)	AD	Pay Policy	500
Pay Type	3	Last Name	PHELAN	First Name	LORI L

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
12/22/2025 Mon	503 [TRS]			2.0000000		7.50
	501 [TRW]	08:00AM	11:34AM	3.5000000		
	513 [CS]			2.0000000		
12/23/2025 Tue	501 [TRW]	07:29AM	12:18PM	4.7500000		8.50
	501 [TRW]	12:49PM	04:31PM	3.7500000		
12/24/2025 Wed	502 [TRH]			2.0000000		8.00
	501 [TRW]	07:58AM	12:01PM	4.0000000		
	512 [CH]			2.0000000		
12/25/2025 Thu	512 [CH]			4.0000000		8.00
	502 [TRH]			4.0000000		
12/26/2025 Fri	515 [CFH]			2.0000000		4.00
	505 [TCFH]			2.0000000		

Summary - AD001 [PHELAN, LORI L]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									54.00
3 [SICK]					70.75		4.00		66.75
6 [FH]					4.00		4.00		
501 [TRW]	1[UNUSED]	16.00		16.00					
502 [TRH]	1[UNUSED]	6.00		6.00					
503 [TRS]	1[UNUSED]	2.00		2.00					
505 [TCFH]	1[UNUSED]	2.00		2.00					
512 [CH]	1[UNUSED]	6.00		6.00					
513 [CS]	1[UNUSED]	2.00		2.00					
515 [CFH]	1[UNUSED]	2.00		2.00					
TOTALS		36.00		36.00	74.75		8.00		120.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x _____

Supervisor Signature

Lori Phelan - Time Distribution Work Log December 22-28, 2025

Monday 12/22 Sick 4.5 hrs

- Clerk (3 hrs)
 - Review, print & distribute timesheets
 - Principal and Lincoln insurance
 - Principal billing
 - Lincoln benefit limit
- Utility (.5 hr)
 - LSLI door hangers

Tuesday 12/23

- Clerk (1 hr)
 - Allocate timesheets
- Treasurer (7 hr)
 - Calculate payroll
 - Upload to FSB
 - Post
 - Submit and pay December 941, W6 and WRS
 - Prepare 4th Qtr 941
 - 4th Qtr unemployment reports uploaded
 - Courier deposit
 - Holiday helper donations
 - General fund
 - Remote deposit-prop tax
- Utility (.5 hr)
 - Contact property owner, tenant account

Wednesday 12/24 Christmas Eve

- Clerk
 - Holiday 2 hrs
- Treasurer
 - Holiday Helper
 - CC receipt entry
 - Reconcile CC
 - Holiday 2 hrs

Thursday 12/25 Christmas Day

- Clerk -Holiday 4 hrs.
- Treasurer - Holiday 4 hrs

Friday 12/26-4 hrs Floating Holiday

- Clerk -FH 2 hrs.
- Treasurer - FH 2 hrs

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/29/2025

12/22/2025 - 12/28/2025 [7 days]

Report Time: 9:45:50 AM

AD005 [RINIKER, MARJORIE]

Employee ID	AD005	DEPT(G2)	AD	Pay Policy	700
Pay Type	3	Last Name	RINIKER	First Name	MARJORIE

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
12/22/2025 Mon	701 [ADSW]	07:54AM	04:29PM	8.5000000		8.50
12/23/2025 Tue	701 [ADSW]	07:50AM	01:47PM	6.0000000		
12/24/2025 Wed	701 [ADSW]	02:21PM	04:30PM	2.2500000		8.25
	702 [ADSH]			4.0000000		
12/25/2025 Thu	701 [ADSW]	07:53AM	12:00PM	4.0000000		8.00
	702 [ADSH]			8.0000000		8.00
12/26/2025 Fri	706 [ADSF]			4.0000000		4.00

Summary - AD005 [RINIKER, MARJORIE]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									12.00
3 [SICK]									36.50
6 [FH]					4.00		4.00		
701 [ADSW]	1[UNUSED]	20.75		20.75					
702 [ADSH]	1[UNUSED]	12.00		12.00					
706 [ADSF]	1[UNUSED]	4.00		4.00					
TOTALS		36.75		36.75	4.00		4.00		48.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Marj Riniker
Employee Signature

x Lori Phelan
Supervisor Signature

Marj Riniker

Week of

12/22/2025	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Admin/Deputy						
Licences	0.5	1	0.25	h	f	1.75
Invoices		0.75		o	l	0.75
Library/Comm Ctr (assist custs, plan events, rentals, room set ups, etc)	0.5	0.25		l	o	0.75
Social Media (create content, moniter accts, posting)	1	0.5		i	a	1.5
Misc office work (filing/copies/phone/Cust Asst/ reports/ projects)	0.5	1.25	0.75	d	t	2.5
meetings - inperson or online				a		0
Clerk/treasurer				y	h	0
grant work					o	0
Property tax	3	1.75	0.25		l	5
Elections					i	0
PTO			4	8	4	16
Daily totals	5.5	5.5	5.25	8	4	
Admin/Deputy Totals						28.25
Park/Rec						
Event planning			0.25		d	0.25
Meetings/prep					a	0
Social Media					y	0
Daily totals	0	0	0.25	0	0	
Park/Rec Totals						0.25
Utility						
Billing	2	2.25	0.75			5
Pub Works	1	0.5	1.75			
Daily totals	3	2.75	2.5	0	0	
Utility Totals						5
Daily totals	8.5	8.25	8	8	4	
Total hours						36.75

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/29/2025

12/22/2025 - 12/28/2025 [7 days]

Report Time: 9:45:50 AM

PW003 [JOHNSON, HARRY]					
Employee ID	PW003	DEPT(G2)	FM	Pay Policy	401
Pay Type	1	Last Name	JOHNSON	First Name	HARRY

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
12/22/2025 Mon	611 [FMW]	08:07AM	12:08PM	4.2500000		4.25
12/23/2025 Tue	611 [FMW]	08:06AM	12:20PM	4.2500000		4.25
12/24/2025 Wed	611 [FMW]	08:02AM	11:58AM	4.0000000		4.00
12/26/2025 Fri	611 [FMW]	07:56AM	10:27AM	2.5000000		2.50

Summary - PW003 [JOHNSON, HARRY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
611 [FMW]	1[UNUSED]	15.00		15.00					
TOTALS		15.00		15.00					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x *[Signature]*
Supervisor Signature

Mon 12/22 Stacked bathrooms, took crib board to dumpster, swept board room floor, removed tables from board room
 Tue 12/23 sweep floors, replaced light bulb in basement set up tables and chairs in Mt room, moped floors
 Wed 12/24 unplugged toilet in mens bath room, emptied garbage cleaned bath rooms, vacuumed south entrance
 Fri 12/26 Clean Mt room, moped bathroom floors, ~~vacuumed south entrance~~ opened fire

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/29/2025

12/22/2025 - 12/28/2025 [7 days]

Report Time: 9:45:50 AM

PW007 [LARKINS, LAMONT]

Employee ID PW007	DEPT(G2) PW	Pay Policy 300
Pay Type 3	Last Name LARKINS	First Name LAMONT

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
12/22/2025 Mon	301 [SEW]	05:59AM	11:55AM	6.0000000		8.00
	301 [SEW]	12:25PM	02:30PM	2.0000000		
12/23/2025 Tue	301 [SEW]	06:06AM	11:37AM	5.5000000		8.00
	301 [SEW]	12:07PM*	02:37PM*	2.5000000		
12/24/2025 Wed	402 [STH]			0.2500000		8.50
	302 [SEH]			2.9000000		
	602 [WAH]			0.8500000		
	301 [SEW]	06:18AM	10:40AM*	4.5000000		
12/25/2025 Thu	402 [STH]			0.5000000		11.50
	302 [SEH]			5.7500000		
	602 [WAH]			1.7500000		
	301 [SEW]	06:39AM	10:12AM	3.5000000		
12/26/2025 Fri	301 [SEW]	06:01AM	11:00AM	5.0000000		5.00

Summary - PW007 [LARKINS, LAMONT]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
3 [SICK]									20.00
301 [SEW]	1[UNUSED]	29.00		29.00					
302 [SEH]	1[UNUSED]	8.65		8.65					
402 [STH]	1[UNUSED]	0.75		0.75					
602 [WAH]	1[UNUSED]	2.60		2.60					
TOTALS		41.00		41.00					20.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

Lamont Larkins

Weekly Work Log December 22-26

Monday 12/22/2025:

Water Daily operations – 2 hours

Sewer Daily operations – 3 hours

LSLI and LCR – 3 hours

Tuesday 12/23/2025:

Water Daily Operations, LSLI,LCR, and meters – 5 hours

Sewer Daily Operations – 3 hours

Wednesday 12/24/2025:

Water Daily Operations– 1 hour

Sewer Daily Operations - 3 hours

Holiday – 4 hours

Thursday 12/25/2025:

Water Daily Operations -1 hour

Sewer Daily Operations - 3 hours

Holiday – 4 hours

Friday 12/26/2025:

Water Daily Operations – 1 hour

Sewer Daily Operations, cleaning sewer plant- 4 hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/29/2025

12/22/2025 - 12/28/2025 [7 days]

Report Time: 10:00:54 AM

SP004 [MECKLEY, KEVIN]

Employee ID	SP004	DEPT(G2)	ST	Pay Policy	400
Pay Type	3	Last Name	MECKLEY	First Name	KEVIN

Time Card

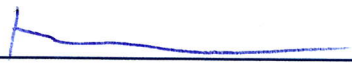
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
12/22/2025 Mon	401 [STW]	06:57AM	12:00PM	5.0000000		8.00
	401 [STW]	12:25PM	03:29PM	3.0000000		
12/23/2025 Tue	401 [STW]	06:53AM	12:00PM	5.0000000		8.00
	401 [STW]	12:26PM	03:30PM	3.0000000		
12/24/2025 Wed	404 [STV]			4.0000000		8.00
	402 [STH]			4.0000000		
12/25/2025 Thu	402 [STH]			8.0000000		8.00
12/26/2025 Fri	404 [STV]			8.0000000		8.00
12/27/2025 Sat	301 [SEW]	08:47AM	10:47AM*	2.0000000		2.00
12/28/2025 Sun	601 [WAW]	05:45AM	07:45AM*	2.0000000		2.00

Summary - SP004 [MECKLEY, KEVIN]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					32.00		12.00		20.00
3 [SICK]									44.00
6 [FH]									
301 [SEW]	1[UNUSED]	2.00		2.00					
401 [STW]	1[UNUSED]	16.00		16.00					
402 [STH]	1[UNUSED]	12.00		12.00					
404 [STV]	1[UNUSED]	12.00		12.00					
601 [WAW]	1[UNUSED]	2.00		2.00					

TOTALS		44.00		44.00	32.00		12.00		64.00
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X 

Supervisor Signature

Monday December 22nd 2025

Fixed water valve – 1 hour

Fixed Sign on Main St. – 2 hours

Door hangers 1 hour

Worked in shop – 4 hours

Tuesday December 23rd 2025

Installed water meters – 2 hours

Worked on UTV plow – 2 hours

Fixed salt spreader – 3 hours

Washed truck – 1 hour

Wednesday December 24th 2025

vacation day

Thursday December 25th 2025

Holiday

Friday December 26th 2025

Vacation day

Saturday December 27th 2025

Weekend rounds – 2 hours

Sunday December 28th 2025

Weekend rounds – 2 hours

Time Distribution Report.LC - Allocation of hours

Primary Sort By: Employee;DEPT(G2)

12/29/2025 - 01/04/2026 [7 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	19.50	0.00	19.50
AD [General Admin]	502[TRH]	4.00	0.00	4.00
AD [General Admin]	511[CW]	8.00	0.00	8.00
AD [General Admin]	512[CH]	4.00	0.00	4.00
SE [Sewer]	305[SADW]	1.00	0.00	1.00
WA [Water]	605[WADW]	1.00	0.00	1.00
AD001 [PHELAN, LORI L] Total:		37.50	0.00	37.50
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	12.25	0.00	12.25
AD [General Admin]	702[ADSH]	8.00	0.00	8.00
AD [General Admin]	704[ADSV]	8.00	0.00	8.00
PA [Parks]	101[PAW]	0.50	0.00	0.50
SE [Sewer]	305[SADW]	3.75	0.00	3.75
WA [Water]	605[WADW]	3.75	0.00	3.75
AD005 [RINIKER, MARJORIE] Total:		36.25	0.00	36.25
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	9.50	0.00	9.50
SP [Streets Plowing]	401[STW]	7.00	0.00	7.00
PW003 [JOHNSON, HARRY] Total:		16.50	0.00	16.50
Employee: PW007 [LARKINS, LAMONT]				
SE [Sewer]	301[SEW]	18.75	0.00	18.75
SE [Sewer]	302[SEH]	2.00	0.00	2.00
SP [Streets Plowing]	401[STW]	5.00	0.00	5.00
WA [Water]	601[WAW]	16.25	0.75	17.00
WA [Water]	602[WAH]	6.00	0.00	6.00
PW007 [LARKINS, LAMONT] Total:		48.00	0.75	48.75
Employee: SP004 [MECKLEY, KEVIN]				
SE [Sewer]	301[SEW]	2.00	0.00	2.00
SP [Streets Plowing]	401[STW]	14.50	0.00	14.50
ST [Streets]	401[STW]	12.00	0.00	12.00
ST [Streets]	402[STH]	8.00	0.00	8.00
WA [Water]	601[WAW]	4.00	0.00	4.00
SP004 [MECKLEY, KEVIN] Total:		40.50	0.00	40.50
Grand Totals:		178.75	0.75	179.50

END OF REPORT

Time Distribution Report.LC - Allocation of hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/05/2026

12/29/2025 - 01/04/2026 [7 days]

Report Time: 8:12:26 AM

AD001 [PHELAN, LORI L]

Employee ID	AD001	DEPT(G2)	AD	Pay Policy	500
Pay Type	3	Last Name	PHELAN	First Name	LORI L

Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
12/29/2025 Mon	501 [TRW]	08:04AM	12:44PM	4.7500000		8.50
	501 [TRW]	01:18PM	04:54PM	3.7500000		
12/30/2025 Tue	501 [TRW]	07:54AM	12:17PM	4.2500000		8.00
	501 [TRW]	12:46PM	04:35PM	3.7500000		
12/31/2025 Wed	501 [TRW]	08:03AM	11:57AM	4.0000000		8.00
	501 [TRW]	12:32PM	04:30PM	4.0000000		
01/01/2026 Thu	502 [TRH]			8.0000000		8.00
01/02/2026 Fri	501 [TRW]	07:59AM	01:02PM	5.0000000		5.00

Summary - AD001 [PHELAN, LORI L]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					54.00	160.00			214.00
3 [SICK]					66.75	4.00			70.75
6 [FH]						8.00			8.00
501 [TRW]	1[UNUSED]	29.50		29.50					
502 [TRH]	1[UNUSED]	8.00		8.00					
TOTALS		37.50		37.50	120.75	172.00			292.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x _____

Supervisor Signature

Lori Phelan - Time Distribution Work Log December 29, 2025-January 4, 2026

Monday 12/29

- Clerk
 - Allocate vacation/holiday (1 hr)
 - Review, print & distribute timesheets (1 hr)
 - Add 2026 Holidays in time system (.5 hr)
 - Update 2026 wages (1.5 hr)
 - Update 2026 benefit deductions (1 hr)
- Treasurer
 - Contact GB-returns not yet picked up from food stand
 - Mail Q4 941 report
 - Property Tax
 - Receipting
 - Remote deposit

Tuesday 12/30

- Clerk (1 hr)
 - PWS&H Committee meeting draft agenda
 - Pet licensing
- Treasurer (5 hrs)
 - Remote deposit
 - Tax receipting
 - Bank reconciliation preparation
- Utility (2 hrs)
 - Online payment processing
 - Account payment correction
 - Customer account updates

Wednesday 12/31

- Clerk (1 hr)
 - Social post, website notice-Spring election (1 hr)
- Treasurer (7 hr)
 - Receipts
 - Online payments
 - Utility
 - Property tax
 - Deposits
 - Remote
 - Courier
 - Property Tax duplicate payment refund to CC
 - Credit card transactions
 - ACH payments processing

Thursday 1/1/26 New Year's Day

- Clerk - Holiday (4 hrs)
- Treasurer - Holiday (4 hrs)

Friday 1/2/26

- Clerk (1 hr)
 - Post sick time accruals
 - PWS&H Comm meeting
 - Agenda-Prepare, post, notifications
 - Minutes-draft
- Treasurer (4 hr)
 - Dec interest receipts processed
 - Bank reconciliation-mark transactions
 - CC reconciliation-CitiBank

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/05/2026

12/29/2025 - 01/04/2026 [7 days]

Report Time: 8:12:26 AM

AD005 [RINIKER, MARJORIE]

Employee ID	AD005	DEPT(G2)	AD	Pay Policy	700
Pay Type	3	Last Name	RINIKER	First Name	MARJORIE

Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
12/29/2025 Mon	701 [ADSW]	07:53AM	04:01PM	8.0000000		8.00
12/30/2025 Tue	704 [ADSV]			8.0000000		8.00
12/31/2025 Wed	701 [ADSW]	07:52AM	10:29AM	2.7500000		
	701 [ADSW]	11:36AM	04:38PM	5.2500000		8.00
01/01/2026 Thu	702 [ADSH]			8.0000000		8.00
01/02/2026 Fri	701 [ADSW]	07:55AM	12:12PM	4.2500000		4.25

Summary - AD005 [RINIKER, MARJORIE]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					12.00	80.00	8.00		84.00
3 [SICK]					36.50	4.00			40.50
6 [FH]						8.00			8.00
701 [ADSW]	1[UNUSED]	20.25		20.25					
702 [ADSH]	1[UNUSED]	8.00		8.00					
704 [ADSV]	1[UNUSED]	8.00		8.00					
TOTALS		36.25		36.25	48.50	92.00	8.00		132.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Marj Riniker
Employee Signature

x Lai L. Phelan
Supervisor Signature

Marj Riniker

Week of

12/29/2025	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Admin/Deputy						
Licences	0.25	v	1	h	0.5	1.75
Invoices	0.75	a	0.5	o	1.75	3
Library/Comm Ctr (assist custs, plan events, rentals, room set ups, etc)		c	0.5	l		0.5
Social Media (create content, moniter accts, posting)	0.5	a	0.25	i		0.75
Misc office work (filing/copies/phone/Cust Asst/ reports/ projects)	0.5	t	1	d	0.75	2.25
meetings - inperson or online		i		a		0
Clerk/treasurer		o		y		0
grant work		n				0
Property tax	3		0.5		0.5	4
Elections						0
PTO		8		8		16
Daily totals	5	8	3.75	8	3.5	
Admin/Deputy Totals						28.25
Park/Rec						
Event planning						0
Meetings/prep					0.5	0.5
Social Media						0
Daily totals	0	0	0	0	0.5	
Park/Rec Totals						0.5
Utility						
Billing	3		4.25		0.25	7.5
Pub Works - water						
Daily totals	3	0	4.25	0	0.25	
Utility Totals						7.5
Daily totals	8	8	8	8	4.25	
Total hours						36.25

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/05/2026

12/29/2025 - 01/04/2026 [7 days]

Report Time: 8:12:26 AM

PW003 [JOHNSON, HARRY]					
Employee ID	PW003	DEPT(G2)	FM	Pay Policy	401
Pay Type	1	Last Name	JOHNSON	First Name	HARRY

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
12/29/2025 Mon	401 [STW]	07:41AM	11:44AM	4.0000000		4.00
12/30/2025 Tue	401 [STW]	08:01AM	12:04PM	4.0000000		4.00
12/31/2025 Wed	401 [STW]	07:54AM	12:14PM	4.2500000		4.25
01/02/2026 Fri	401 [STW]	08:03AM	12:08PM	4.2500000		4.25

Summary - PW003 [JOHNSON, HARRY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
401 [STW]	1[UNUSED]	16.50		16.50					
TOTALS		16.50		16.50					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x *[Signature]*
Supervisor Signature

Mon 12/29 Plowed snow
 Tues 12/30 Put away tables and chairs in MP room, Moped floor in MP room, salted sidewalks
 Wed 12/31 Plowed + salted sidewalks, worked at RCC
 Fri 1/2 cleaned up MP room from blood drive, taped upstairs room for painting

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/05/2026

12/29/2025 - 01/04/2026 [7 days]

Report Time: 8:12:27 AM

PW007 [LARKINS, LAMONT]

Employee ID PW007	DEPT(G2) PW	Pay Policy 300
Pay Type 3	Last Name LARKINS	First Name LAMONT

Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
12/29/2025 Mon	301 [SEW]	05:32AM	12:04PM	6.5000000		8.50
	301 [SEW]	12:34PM	02:32PM	2.0000000		
12/30/2025 Tue	301 [SEW]	05:58AM	12:00PM	6.0000000		8.00
	301 [SEW]	12:30PM	02:33PM	2.0000000		
12/31/2025 Wed	301 [SEW]	05:50AM	12:00PM	6.2500000		8.25
	301 [SEW]	12:30PM	02:37PM	2.0000000		
01/01/2026 Thu	302 [SEH]			4.0000000		12.00
	301 [SEW]	06:13AM	10:19AM	4.0000000		
	602 [WAH]			4.0000000		
01/02/2026 Fri	301 [SEW]	06:08AM	12:00PM	5.7500000		8.00
	301 [SEW]	12:29PM	02:38PM	2.2500000		
01/03/2026 Sat	301 [SEW]	08:32AM	10:32AM*	2.0000000		2.00
01/04/2026 Sun	601 [WAW]	08:15AM	10:15AM*	1.2500000	0.7500000	2.00

Summary - PW007 [LARKINS, LAMONT]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]						80.00			80.00
3 [SICK]					20.00	4.00			24.00
6 [FH]						8.00			8.00
301 [SEW]	1[UNUSED]	38.75		38.75					
302 [SEH]	1[UNUSED]	4.00		4.00					
601 [WAW]	1[UNUSED]	1.25	0.75	2.00					
602 [WAH]	1[UNUSED]	4.00		4.00					

TOTALS		48.00	0.75	48.75	20.00	92.00			112.00
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

Lamont Larkins

Weekly Work Log December 29- January 4

Monday 12/29/2025:

Water Daily operations, door hangers – 2 hours

Sewer Daily operations – 2.5 hours

plowed snow – 4 hours

Tuesday 12/30/2025:

Water Daily Operations, LSLI,LCR, and meters – 5 hours

Sewer Daily Operations – 3 hours

Wednesday 12/31/2025:

Water Daily Operations, LSLI – 4 hours

Sewer Daily Operations - 4 hours

Thursday 01/01/2026:

Water Daily Operations -1 hour

Sewer Daily Operations - 2 hours

Salted Roads – 1 hour

Holiday – 8 hours

Friday 01/02/2026:

Water Daily Operations, LSLI – 3 hours

Sewer Daily Operations, cleaning sewer plant- 5 hours

Saturday 01/03/26:

System checks – 2 hours

Sunday 01/04/26:

System checks – 2 hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/05/2026

12/29/2025 - 01/04/2026 [7 days]

Report Time: 8:12:27 AM

SP004 [MECKLEY, KEVIN]

Employee ID	SP004	DEPT(G2)	ST	Pay Policy	400
Pay Type	3	Last Name	MECKLEY	First Name	KEVIN

Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
12/29/2025 Mon	401 [STW]	05:02AM	12:00PM	7.0000000		8.50
	401 [STW]	12:26PM	02:02PM	1.5000000		
12/30/2025 Tue	401 [STW]	06:56AM	12:00PM	5.0000000		8.00
	401 [STW]	12:28PM	03:28PM	3.0000000		
12/31/2025 Wed	401 [STW]	06:57AM	12:00PM	5.0000000		8.00
	401 [STW]	12:27PM	03:28PM	3.0000000		
01/01/2026 Thu	402 [STH]			8.0000000		8.00
01/02/2026 Fri	401 [STW]	06:55AM	12:00PM	5.0000000		8.00
	401 [STW]	12:28PM	03:29PM	3.0000000		

Summary - SP004 [MECKLEY, KEVIN]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					20.00	80.00			100.00
3 [SICK]					44.00	4.00			48.00
6 [FH]						8.00			8.00
401 [STW]	1[UNUSED]	32.50		32.50					
402 [STH]	1[UNUSED]	8.00		8.00					

TOTALS		40.50		40.50	64.00	92.00			156.00
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X 

Supervisor Signature

Monday December 29th 2025

Plowed snow – 5 hours

Meter read – 2 hours

installed water meter – 1 hour

Tuesday December 30th 2025

Cleaned up Main St. – 4 hours

Did door hangers – 1 hour

Worked on shop – 3 hours

Wednesday December 31st 2025

Cleaned up slush – 3 hours

Farm N Fleet run 1 hour

Checked garbages – 1 hour

Door hangers – 1 hour

Worked in shop – 1 hour

Washed truck – 1 hour

Thursday January 1st 2026

Holiday

Friday January 2nd 2026

Loaded salt – 1 hour

instaled water meter – 1 hour

Salted – 1 hour

Shop work – 5 hours